



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND  
1322 PATTERSON AVENUE, SE SUITE 1000  
WASHINGTON NAVY YARD DC 20374-5065

4 September 2003

From: Naval Facilities Engineering Command (NAVFACENGCOM)  
To: Defense Energy Supply Center (DESC)  
Atlantic Division, Naval Facilities Engineering Command (TEMC)  
Pacific Division, Naval Facilities Engineering Command (TEMC)

Subj: TRANSITION OF NAVY FUEL CARD

Ref: (a) SECNAV Charter of 21 Sep 2000

1. The Department of the Navy (DON) eBusiness Operations Office (DON EBUSOPS OFF) was established by reference (a) to serve as the DON's center for eBusiness innovation and to consolidate the operational management of all DON card programs and selected electronic transaction systems. Included in the card programs slated for transition to DON EBUSOPS OFF is the Fleet Card, currently managed by the NAVFACENGCOM. The Fleet Card is used by Naval activities to purchase fuel and maintenance services from the commercial sector. The purpose of this letter is to communicate the near term actions that the DON EBUSOPS OFF Card Management Group and NAVFACENGCOM will take to comply with the intent of reference (a). The target date for this transition is 30 September 2003.

2. A Memorandum of Agreement (MOA) between the NAVFACENGCOM and the DON EBUSOPS OFF is being finalized to establish the roles and responsibilities of both parties during and after the transition. The MOA outlining responsibilities of all parties has been signed. A Naval Message will be issued by the DON EBUSOPS OFF officially announcing the transition. DESC should begin dealing directly with the DON EBUSOPS OFF on Fleet Card matters upon notification of the signing of the MOA. By copy of this letter, U.S. Bank is requested to also begin dealing with the DON EBUSOPS OFF on Fleet Card matters normally referred to NAVFACENGCOM upon notification of the signing of the MOA.

3. Activities now using the Fleet Card, or intending to acquire the Fleet Card in the future, should be aware that the DON EBUSOPS OFF will issue policy and guidance on the use of the card, and will assume responsibility for the daily management of the DON Fleet Card Program. Also, as part of the MOA, both TEMCs are to continue to provide support on payment delinquencies to the DON EBUSOPS OFF in the same manner as they have in the past for NAVFACENGCOM until the end of FY2004. Effective 1 October 2004, the DON EBUSOPS OFF will assume that responsibility from the TEMCs.

4. Your DON EBUSOPS OFF team POCs are as follows: Diane Woods, phone (717) 605-9333, DSN 430-9333, email Diane.Woods@navy.mil and James Knox, phone (717)

605-9336, DSN 430-9386, email James.Knox@navy.mil. The NAVFACENGCOM POC is Gary Liryl, phone (202) 685-9260, DSN 325-9060, email Lindgl@navfac.navy.mil.

A handwritten signature in black ink, appearing to read "R.L. Deacon". The signature is fluid and cursive, with the first name "R.L." and the last name "Deacon" clearly distinguishable.

R.L DEACON

Deputy Director for Navy Public Works

Copy to  
U.S. Bank  
DON EHOI SOFF